

Introductory Email

Subject: Join Me at the Clean Commute Fair!

As you may have heard at __ meeting, the County is hosting two Clean Commute Fairs during lunchtime – Tuesday, April 23 in Oakland and Thursday, April 25 in Hayward. These events will be fun opportunities to learn about commute options and benefits – with giveaways and the chance to win raffle prizes.

I'd love to see our department have a great showing at the clean commute fairs because they are going to be very informative and worthwhile. **If you are interested in attending the (nearest location) fair as a group, please let me know because I will organize a group!**

Below are details for each of the Clean Commute Fairs. Please contact me if you have any questions.

Thanks!

Fair 1: Tuesday, April 23 – Alameda County Conference Center, 4th Floor Conference Room, 125 12th Street, Oakland

Fair 2: Thursday, April 25 – Community Development Agency Public Hearing Room, 224 West Winton Ave., Hayward

- Win Prizes – giveaways & raffle drawings!
- Get tips from Transit Vendors
 - Zipcar, Zimride, AC Transit, BART, Amtrak, 511.org, Guaranteed Ride Home
- Learn how to save money
 - Pre-tax benefits, Carpooling, Public transit
- Attend a workshop
 - Bike maintenance workshop, 11:30 - 11:50 am
 - How do I manage pre-tax benefits?, 12:00 - 12:20 pm
 - How do I plan my transit route?, 12:30 - 12:50 pm
 - Carpool meet-and greet, 1:00 - 1:20 pm
- Free bike tuneup

Disclaimer: County employees may use their lunch break or attend on their own time. Attendance beyond the normal lunch break shall require prior approval of their supervisor. Reasonable travel time shall be permitted with supervisor's approval.

Reminder Email

Subject: Join Me at the Clean Commute Fair – Reminder

Just a reminder that the County is hosting two Clean Commute Fairs around lunchtime – on Tuesday, April 23 in Oakland and Thursday, April 25 in Hayward. These events will be not only be unique opportunities to learn about commute options and benefits but also offer giveaways and the chance to win raffle prizes.

If you are interested in attending the (nearest location) fair, please let me know because a group of us is leaving from __ at __ to attend together! Please contact me if you have any questions.

More information is below.

Thanks again!

Fair 1: Tuesday, April 23 - Alameda County Conference Center, 4th Floor Conference Room, 125 12th Street, Oakland

Fair 2: Thursday, April 25 - Community Development Agency Public Hearing Room, 224 West Winton Ave., Hayward

- Win Prizes – giveaways & raffle drawings!
- Get tips from Transit Vendors
 - Zipcar, Zimride, AC Transit, BART, Amtrak, 511.org, Guaranteed Ride Home
- Learn how to save money
 - Pre-tax benefits, Carpooling, Public transit
- Attend a workshop
 - Bike maintenance workshop, 11:30 - 11:50 am
 - How do I manage pre-tax benefits?, 12:00 - 12:20 pm
 - How do I plan my transit route?, 12:30 - 12:50 pm
 - Carpool meet-and greet, 1:00 - 1:20 pm
- Free bike tuneup

Disclaimer: County employees may use their lunch break or attend on their own time. Attendance beyond the normal lunch break shall require prior approval of their supervisor. Reasonable travel time shall be permitted with supervisor's approval.

Introductory Email

Subject: Join Me in the Clean Commute Challenge!

The Clean Commute Challenge is a fun competition among all 20 agencies/departments in Alameda County all May. By logging your clean commute online, you earn points to increase our agency's score! (And, starting in June, you can be eligible for individual raffle prizes for logging your commute.)

Not only will our agency get bragging rights *when* we win, but also two lucky clean commuters from each of the winning agencies/departments and a guest will receive free Oakland Athletics tickets in a private suite. Plus, all Clean Commute Challenge participants will receive access to [\\$18 Oakland Athletics Field Level seats](#) throughout the competition. Additionally, several \$50 Amazon.com gift cards will be given away as raffle prizes to random participants.

Look for weekly updates throughout May to find out how our agency is doing in the competition and how to earn bonus points.

Below are details for how to participate in the Clean Commute Challenge. Please contact me if you have any questions.

Thanks!

How to Play (see also <http://alcoweb/gsa/ccp/game.htm>)

1. Log in today to Zimride (Alameda County's private ride sharing network):
<http://www.zimride.com/Alameda>
 - If you haven't created your Zimride account yet, this is your chance! Just click on sign up and register using your County email. Note that you aren't committing to any particular action by joining Zimride – it can just be used as a mechanism to log your commute.
2. Click "Commute Calendar" located on the far right (or under your picture in the top left).
3. Just drag and drop how you got to and from work each day from the options on the right and start earning points!
 - If you want to be reminded to log your commute, go to "Notification Options" and click the checkbox to receive weekly reminder to update calendar.
4. To earn more points by clean commuting, visit <http://alcoweb/gsa/ccp> for more information on all of your clean commute options.

Clean Commute Challenge Details:

- Agencies are split into three groups (compact, medium, and full-size) to provide for three winners. Agency scores are proportional to the size of each agency.
- For more information on the game rules, visit <http://alcoweb/gsa/ccp/game.htm>

Reminder Email [send no later than May 14]

Subject: Log your commute to help us win!

Have you been logging your commutes yet? Now is your chance to log in your clean commute, earn points, and help our agency win! The Clean Commute Challenge is a fun competition among all agencies and departments in Alameda County taking place throughout the month of May!

You can log up to 15 days back so this is the perfect time to start if you haven't yet.

More information is below.

Good luck!

How to Play (see also <http://alcoweb/gsa/ccp/game.htm>)

1. Log in today to Zimride (Alameda County's private ride sharing network):
<http://www.zimride.com/Alameda>
 - If you haven't created your Zimride account yet, this is your chance! Just click on sign up and register using your County email. Note that you aren't committing to any particular action by joining Zimride – it can just be used as a mechanism to log your commute.
2. Click "Commute Calendar" located on the far right (or under your picture in the top left).
3. Just drag and drop how you got to and from work each day from the options on the right and start earning points!
 - If you want to be reminded to log your commute, go to "Notification Options" and click the checkbox to receive weekly reminder to update calendar.
4. To earn more points by clean commuting, visit <http://alcoweb/gsa/ccp> for more information on all of your clean commute options.

Clean Commute Challenge Details:

- Agencies are split into three groups (compact, medium, and full-size) to provide for three winners. Agency scores are proportional to the size of each agency.
- For more information on the game rules, visit <http://alcoweb/gsa/ccp/game.htm>